
CaIWORKs/PBA

Data Collection Instructions

For Fiscal Year 1999-2000

July 1, 1999 to June 30, 2000

Due: August 15, 2000 for Adult Schools

August 30, 2000 for ROC/P

**Mail To: California Department of Education
Standards and High School Development Division
ROCP Unit
660 J Street, Suite 300
Sacramento, CA 95814
Attn: Sue Haseltine**

California Department of Education

Education Support Systems Division • Adult Education Office • 660 J Street, Suite 400 • Sacramento, CA 95814 • (916) 322-2175
Standards and High School Development Division • ROCP Unit • 660 J Street, Suite 300 • Sacramento, CA 95814 • (916) 322-5050

Forward:

The following informational packet is an attempt to clarify the requirements regarding the CalWORKs and PBA data collected for the period of January 1, 1999 through June 30, 1999. The data period now covers the entire fiscal year, rather than just the six-month period that was submitted last year.

Hopefully, the information contained in this packet will clear up any misconceptions regarding what data is to be submitted and how the data is supposed to look. If you have any further questions or concerns, please do not hesitate to call Sue Haseltine at (916) 445-1668 or any other California Department of Education staff listed on page two.

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July 1, 1999 to June 30, 2000

Contacts

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CASAS

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Voice: (858) 292-2900

www.casas.org Fax: (858) 292-2910

ASAP 2000 (Administrative Software Applications, Inc.)

Technical Support Voice: (800) 969-2727

info@asawww.com Fax: (650) 968-8912

Coop 2000 (The Critical Skills Group, Inc.)

Technical Support Voice: (630) 682-5388

Fax: (630) 260-1912

NCS Education Software and Services

Technical Support

Voice: (800) 431-1421

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Paradigm Corporation

Technical Support

Voice: (619) 536-5533

Fax: (619) 536-5545

Socrates

Technical Support

Voice: (707) 864-4205

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Schoolhouse

Technical Support

Voice: (916) 784-7878

Fax: (916) 784-9338

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Necessities

- 1) One new floppy diskette for each CalWORKs and/or PBA file you are submitting. Diskette labels are not necessary because each individual file will be labeled on the diskette.
- 2) The appropriate seven digit county and district level CDS code for each agency and site under your reporting jurisdiction. CDS code numbers are listed in the California Public School Directory. If you cannot determine the CDS code number for the agencies and/or sites you are reporting for, then please contact Sue Haseltine at (916) 445-1668. For agencies that use the TOPSpro software program, please do not confuse your seven digit CDS code number with your four digit CASAS agency code number.
 - For example, the county and district level CDS code number for Albany Adult School is 01-61127. (01-County Level Code for Alameda County, 61127-District Level Code for Albany Adult School).
- 3) A diskette or other sturdy mailing envelope. A sturdy mailing envelope with the contents wrapped in padding, foam, bubble wrap, or heavy duty cardboard to protect the contents is sufficient. Multiple diskettes may be mailed in the same envelope.
- 4) Access to an IBM compatible desktop system. All data must be provided in an IBM compatible format. Please do not send diskettes formatted on a Macintosh system.

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CalWORKs/PBA Data Collection

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CalWORKs Data

The CalWORKs Data Collection Report is required by Chapter 324, Statutes of 1998. If you are unsure if your agency should provide a CalWORKs report, please contact Sue Haseltine at (916) 445-1668.

For which students must data be collected?

You must collect and report data for all CalWORKs students in all courses in each of the ten adult education program areas and all ROCP courses, regardless of the number of instructional hours they attend. CalWORKs data is not limited to vocational education like PBA is.

Is data submitted by individual student or aggregated?

There is no individual tracking of students or mandated reporting by a unique identifier such as name or social security number for CalWORKs data. But, there should be a line item on your report for every CalWORKs student who enrolled at your agency for the FY 99-00 collection period.

If we use TOPSpro, should we expect a new form?

Yes. CASAS will distribute new TOPSpro forms in June with minor changes. The data elements on the forms have not changed. Please contact CASAS to order the forms and on procedures for using the TOPSpro forms and generating your report.

List of CalWORKs Data Elements

- Provide the 37 CalWORKs data elements in the exact data sequence as shown on pages 13 and 14.
- Do not skip any data element or leave a data element column blank in your report. If you do not have data for a specific element then insert the appropriate response. Either "0" for zero or "U" for unknown in that data element column.
- Do not include any data elements that are not identified as CalWORKs from the list provided.
- Do not include Social Security Numbers for any students in the CalWORKs report, a unique identifying number is also not necessary.

CalWORKs Data Report – Setup Example

Data Element	Sex	Age	Am I	Alaskan	Asian	Pac Islander	Filipino
Student Count	M	01/20/1956	N	N	Y	N	N
	M	06/21/1962	N	Y	N	N	N
	F	12/14/1976	Y	N	N	N	N
	F	08/10/1972	N	N	Y	N	N
	M	11/15/1980	N	N	N	N	Y
	M	09/02/1969	U	U	U	U	U

CalWORKs Data Report – Final Product Example

Sex	Age	Am I	Alaskan	Asian	Pac Islander	Filipino
M	01/20/1956	N	N	Y	N	N
M	06/21/1962	N	Y	N	N	N
F	12/14/1976	Y	N	N	N	N
F	08/10/1972	N	N	Y	N	N
M	11/15/1980	N	N	N	N	Y
M	09/02/1969	U	U	U	U	U

Or as a text document it would look like this (note: there are 37 CalWORKs data elements, only 7 are shown below):

```

M01/20/1956NNYNN
M06/21/1962NYNNN
F12/14/1976YNNNN
F08/10/1972NNYNN
M11/15/1980NNNNY
M09/02/1969UUUUU

```

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CalWORKs/PBA Data Collection

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PBA Data

The PBA Data Collection Report is required by Chapter 915, Statutes of 1997 for vocational training programs. If you are unsure if your agency should provide a PBA report, please contact Sue Haseltine at (916) 445-1668.

For which students must we collect data?

Adult Education Students:

Collect data on all Adult Education students, 18 years of age or older, in vocational programs who are in classes scheduled in a minimum of 12 hours per week, and who have attended a minimum of 20 hours or more in the class, and who have signed "yes" on the "Privacy Notice and Consent Form."

ROP Students:

Collect data on all ROP students who are 18 years of age or older and not concurrently enrolled in high school, continuation school, independent study, etc., and are in classes scheduled a minimum of 10 hours per week, and who have attended a minimum of 20 hours or more in the class, and who have signed "yes" on the "Privacy Notice and Consent Form."

How do we submit data?

All data is submitted to the Department of Education on diskette, see page 16 for address. No hard copy or paper files/records are to be submitted.

Is the data submitted by individual student or aggregated?

For PBA purposes, the data is submitted by individual, by social security number.

Should we expect a new TOPSpro form?

Yes. CASAS will distribute new TOPSpro forms in June with minor changes. The data elements on the forms have not changed. Please contact CASAS to order the forms and on procedures for using the TOPSpro forms and generating your report.

Can TOPSpro indicate student enrollment data? (i.e. enrolled for 10-12 hours in vocational education).

TOPSpro does not track individual student enrollment. There is a place on the TOPSpro form to enter information on how many hours a student attends classes, but you will need to track daily attendance elsewhere.

Should we combine vocational class hours with other types of classes attended by individual students to equal required hours?

Students' hours must include only vocational education courses, and must be counted within an Adult Education program or ROP. Do not combine Adult Education and ROP courses. (i.e., students cannot combine a computer class with GED preparation).

Is Job Club approved for Adult Education?

Job Club is currently approved in Adult Education for CalWORKs eligible students only (Job Club is also approved for the ROCP program as well).

How do we track multiple classes (within other Adult Education or ROP sites) that our students may be attending?

You are strongly encouraged to do the best you can to find other sites in your program where students may be taking classes. Use your central data systems if available or develop tracking systems that will work for you.

Must we collect data on students in fee based programs?

No, do not collect data on students in fee based programs.

Who is responsible for knowing why a student left the program?

Each agency, with the assistance of teachers, students, and support staff need to determine the best strategy for their program to collect this information.

Can we submit a claim for reimbursement of costs associated with developing and maintaining PBA data collection systems?

No, specific processes have not been identified for claiming reimbursement of costs associated with data collection.

List of PBA Data Elements

- Provide the 59 PBA data elements in the exact data sequence as shown on pages 13 and 14.
- Do not skip any data element or leave a data element column blank. If you do not have data for a specific element then insert "U" for Unknown in that data element column.
- Do not include any data elements that are not listed.

PBA Data Report – Setup Example

Data Element	SSN	Sex	Age	Am I	Alaskan	Asian	Pac Islander	Filipino
Student Count	123456789	M	01/20/1956	N	N	Y	N	N
	223456789	M	06/21/1962	N	Y	N	N	N
	167456789	F	12/14/1976	Y	N	N	N	N
	647856789	F	08/10/1972	N	N	Y	N	N
	123428590	M	11/15/1980	N	N	N	N	Y
	598456724	M	09/02/1969	U	U	U	U	U

PBA Data Report – Final Product Example

SSN	Sex	Age	Am I	Alaskan	Asian	Pac Islander	Filipino
123456789	M	01/20/1956	N	N	Y	N	N
223456789	M	06/21/1962	N	Y	N	N	N
167456789	F	12/14/1976	Y	N	N	N	N
647856789	F	08/10/1972	N	N	Y	N	N
123428590	M	11/15/1980	N	N	N	N	Y
598456724	M	09/02/1969	U	U	U	U	U

Or as a text document it would look like this (note: there are 58 PBA data elements, only 8 are shown below):

```

123456789M01/20/1956NNYNN
223456789M06/21/1962NYNNN
167456789F12/14/1976YNNNN
647856789F08/10/1972NNYNN
123428590M11/15/1980NNNNY
598456724M09/02/1969UUUUU

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PBA Privacy Notice

When do we use the PBA Privacy Notice and Student Consent Form?

Each student who registers for vocational education through an Adult Education or ROCP should receive a Privacy Notice and Student Consent Form.

Is it ok to print the Privacy Notice in other languages?

Yes, but you must maintain the integrity of the English version.

Is it ok to print the Privacy Notice in another format? (i.e., landscape vs. portrait).

Yes.

Can we simplify the wording?

No, the wording cannot be changed. It is part of state regulations.

How long should we maintain files of Privacy Notices?

There are no specific requirements. We recommend you keep them on file in conjunction with normal audit retention periods.

Do we have to keep Privacy Notices for people who choose not to sign?

There is no specific requirement to keep Privacy Notices for students whether they choose to sign or not. However, we recommend that you keep both “yes” and “no” Privacy Notice responses. At a minimum, we strongly recommend you keep the “yes” documents in case there is a question about releasing data on a student.

What about students who refuse to sign?

Students have the right to choose to sign or not sign. Students who choose not to sign must be held harmless and may not be denied services if they do not agree to sign.

Several agencies have found it helpful to collect student signatures on the Privacy Notice and Consent Form at registration time.

Keep in mind that agency staff who encourage students not to sign prohibit the Department of Education from sharing information with other governmental agencies who have the responsibility of measuring student success after completion of adult vocational training programs and providing recommendations. It is also important to note that future funding from the state for Adult Education and ROP programs may be based on data gathered through this process. If the student does not sign, then the agency may not submit their data into the PBA report.

PBA Privacy Notice And Student Consent Form

The following is the Privacy Notice and Student Consent Form:

PRIVACY NOTICE AND INFORMATION FOR STUDENTS: The State Workforce Investment Board (SWIB) is gathering information about students to evaluate California's work force training system. The SWIB is asking for your social security number and other information, as listed below.

If you agree, the school will report the following information: your name; social security number; birth date; gender; ethnicity; date of enrollment and departure from this work force education or training program; the type and amount of training and services received; whether you are economically disadvantaged, disabled, a dislocated worker, a displaced homemaker, or a veteran; whether you are deficient in basic skills or limited in English proficiency; and your education achievement level.

The SWIB will keep this information on file in its Performance Based Accountability (PBA) System. During the three years after you complete or leave this training program. The SWIB will gather information related to your enrollment in other education programs, your status in the work force (type of employment, wages earned, unemployment or disability payments received); and enrollment in any welfare program.

All information about you and other students will be summed up by the SWIB to determine the success of the work force training programs you are enrolled in. **You will not be individually identified in any reports made to the public.** Other state and federal government agencies that are concerned with the administration of work force development programs may have access to your individual data.

You may decide whether to provide your social security number and release the other information. It is voluntary. If you do not wish to release this information, you can still enroll in work force education and training programs, or in any other education program. Your grades will not be affected. Authority to ask for your social security number for this purpose is in the California Unemployment Insurance Code, Section 15037.1.

After you have read this form, please mark one of the choices below, then sign and date the form.

STUDENT CONSENT (*Only students who are 18 years of age or older, and not enrolled in high school, should complete and sign this form.)

Name of Student (type or print): _____

☐ YES. I have been informed of the ways my social security number and other information will be used. I have voluntarily decided to provide this information.

My Social Security Number is: _____-_____-_____

☐ NO. I do not want to give my social security number or other information. I have voluntarily decided NOT to provide this information.

Student Signature

Date

California Department of Education

June 1998

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What Next, Now That The Report Is Run?

Before saving a file, view each report to ensure that the data is posted and in the correct format. Use the CalWORKs and PBA sample data reports on pages 6 and 9 as examples of what data reports should look like. Files should be saved in a format readable on Microsoft Office 97 or an earlier version. Microsoft 2000 files are not acceptable.

Using new IBM formatted diskettes, save each CalWORKs and PBA report to separate diskettes. Do not put multiple reports on one diskette. Name the data report files as follows:

- For CalWORKs Data Collection reports, name the file CalWORKs_Agency Name & CDS code. (i.e., the file name for the Albany Adult School CalWORKs report would be labeled as CalWORKs_Albany0161127).
- For PBA Data Collection reports, name the file PBA_Agency Name & CDS code. (i.e., the file name for the Albany Adult School PBA report would be labeled as PBA_Albany0161127).

Your system may prompt you for a file extension. If so, enter the appropriate file extension, such as .txt, .xls, .xlw, .mdb, etc.

Acceptable formats are:

- Microsoft Access and Excel 97, or earlier versions (not 2000 version)
- FoxPro
- Dbase 3,4,5
- ASCII Text File
- Text Delimited
- Quattro Pro 1.0/5.0 (win)
- Lotus 1-2-3

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Where To Send Diskettes

Please do not submit a hard paper copy of the student data or reports. Insert with the diskette(s) a memo indicating the following:

- Agency or Site name and CDS Code reporting. (If multiple sites, please list all)
- Identify how many diskettes are included and the file names
- Time period the disk(s) cover
- If your agency is only submitting one data type, indicate why you are not reporting the other data type.
- Name, telephone, and extension of the person to contact about technical questions regarding the data submitted.

All Adult Schools and ROCP's mail your CalWORKs/PBA diskette(s) and memo to the following address:

California Department of Education
Standards and High School Development Division,
ROCP Unit
660 J Street, Suite 300
Sacramento, CA 95814
Attn: Sue Haseltine

Sample Memo Text

Please find enclosed one CalWORKs Data Collection diskette from Albany Adult School, CDS code number 01-61127. The CalWORKs file is titled: CalWORKs_Albany0161127.

The data provided on this diskette covers fiscal year 1999-2000.

Albany Adult School is only submitting CalWORKs data because none of our courses meet the PBA Data reporting requirements.

If you have questions regarding this data, please call John Q. Helpful at (123) 456-7890.

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No Data To Report

If your agency has no data to report, submit a memo indicating that your agency will not be submitting a data diskette and state the reason(s) why. Please be as specific as possible. Remember to include the CDS code and the reporting period.

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